

GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List

**MANAGEMENT, ORGANIZATIONAL, AND BUSINESS IMPROVEMENT  
SERVICES**

**TFTP-MC-000874-B**

FSC class: 874  
Contract number: GS-10F-0383P  
Contract period: June 29, 2004 through June 28, 2009

**JB Management, Inc.  
5500 Cherokee Avenue, Suite 220  
Alexandria, VA 22312  
703-354-8884  
Fax: 703-354-8889  
[www.jbmanagement.com](http://www.jbmanagement.com)**

Large Business

For more information on ordering from Federal Supply Schedules click on the FSS  
Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to  
create an electronic delivery order are available through GSA Advantage!, a menu-driven database system.  
The INTERNET address for GSA *Advantage!* is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**CUSTOMER INFORMATION:**

1a. Table of awarded special item number(s) with appropriate cross-reference to page number(s):

<b>SIN</b>	<b>Pricelist Page</b>
874-1	5
874-7	5

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:

Administrative/Clerical Level 3: Government Site at \$35.43 per hour

1c. Labor category descriptions can be found on page 10.

2. Maximum order: \$1,000,000

3. Minimum order: \$300

4. Geographic coverage: Domestic Locations

5. Point of production: Alexandria, VA Fairfax County

6. All prices contained herein are net.

7. Quantity discounts: Not offered

8. Prompt payment terms: Net 30 Days

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items: None

11a. Time of delivery: As Negotiated

11b. Expedited Delivery: As Negotiated

11c. Overnight and 2-day delivery: As Negotiated

- 11d. Urgent Requirements: Agencies can contact JB Management to effect a faster delivery.
- 12. F.O.B. point: Destination
- 13a. Ordering address:  
  
JB Management, Inc.  
5500 Cherokee Avenue, Suite 220  
Alexandria, VA 22312
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).
- 14. Payment address:  
  
JB Management, Inc.  
5500 Cherokee Avenue, Suite 220  
Alexandria, VA 22312
- 15. Warranty provision: Not applicable
- 16. Export packing charges: Not applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): None
- 18. Terms and conditions of rental, maintenance, and repair: Not applicable
- 19. Terms and conditions of installation: Not applicable
- 20. Terms and conditions of repair parts: Not applicable
- 20a. Terms and conditions for any other services: Not applicable
- 21. List of service and distribution points: Not applicable
- 22. List of participating dealers: Not applicable
- 23. Preventive maintenance: Not applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): None
- 24b. Section 508 is not applicable

25. Data Universal Number System (DUNS) number: 794880997
26. JB Management is registered in Central Contractor Registration (CCR) database.
27. Uncompensated Overtime: Not used.

**TABLE OF AWARDED LABOR CATEGORIES AND RATES**  
**ALL CATEGORIES APPLICABLE TO SINS 874-1 AND 874-7**

Labor Categories		Year 2	Year 3	Year 4	Year 5
	Base Rate				
	6/29/2004 – 6/28/2005	6/29/2005 – 6/28/2006	6/29/2006- 6/28/2007	6/29/2007 – 6/28/2008	6/29/2008 – 6/28/2009
<b>Government Site Rates</b>					
Executive Program Manager	\$ 127.73	\$ 131.56	\$ 135.51	\$ 139.57	\$ 143.76
Program Manager	\$ 95.78	\$ 98.65	\$ 101.61	\$ 104.66	\$ 107.80
Task Leader	\$ 71.74	\$ 73.89	\$ 76.11	\$ 78.39	\$ 80.74
Subject Matter Expert, Level 4	\$ 109.49	\$ 112.77	\$ 116.16	\$ 119.64	\$ 123.23
Subject Matter Expert, Level 3	\$ 98.41	\$ 101.36	\$ 104.40	\$ 107.54	\$ 110.76
Subject Matter Expert, Level 2	\$ 77.46	\$ 79.78	\$ 82.18	\$ 84.64	\$ 87.18
Subject Matter Expert, Level 1	\$ 67.13	\$ 69.14	\$ 71.22	\$ 73.35	\$ 75.56
Training Specialist/Instructor, Level 3	\$ 84.50	\$ 87.04	\$ 89.65	\$ 92.34	\$ 95.11
Senior Writer	\$ 63.88	\$ 65.80	\$ 67.77	\$ 69.80	\$ 71.90
Writer	\$ 49.83	\$ 51.32	\$ 52.86	\$ 54.45	\$ 56.08
Junior Writer	\$ 45.59	\$ 46.96	\$ 48.37	\$ 49.82	\$ 51.31
System Engineer, Level 3	\$ 83.31	\$ 85.81	\$ 88.38	\$ 91.04	\$ 93.77
Junior System Analyst	\$ 44.66	\$ 46.00	\$ 47.38	\$ 48.80	\$ 50.27
Consultant, Level 4	\$ 118.63	\$ 122.19	\$ 125.85	\$ 129.63	\$ 133.52
Consultant, Level 3	\$ 106.38	\$ 109.57	\$ 112.86	\$ 116.24	\$ 119.73
Consultant, Level 2	\$ 95.87	\$ 98.75	\$ 101.71	\$ 104.76	\$ 107.90
Consultant, Level 1	\$ 86.69	\$ 89.29	\$ 91.97	\$ 94.73	\$ 97.57
Program Analyst, Level 3	\$ 71.74	\$ 73.89	\$ 76.11	\$ 78.39	\$ 80.74
Program Analyst, Level 2	\$ 68.21	\$ 70.26	\$ 72.36	\$ 74.53	\$ 76.77
Program Analyst, Level 1	\$ 56.00	\$ 57.68	\$ 59.41	\$ 61.19	\$ 63.03
Senior Project Control Specialist	\$ 45.12	\$ 46.47	\$ 47.87	\$ 49.30	\$ 50.78
Project Control Specialist	\$ 43.00	\$ 44.29	\$ 45.62	\$ 46.99	\$ 48.40
Administrative/Clerical, Level 3	\$ 35.43	\$ 36.49	\$ 37.59	\$ 38.72	\$ 39.88

Labor Categories	Base Rate	Year 2	Year 3	Year 4	Year 5
	6/29/2004 – 6/28/2005	6/29/2005 – 6/28/2006	6/29/2006- 6/28/2007	6/29/2007 – 6/28/2008	6/29/2008 – 6/28/2009
<b>Contractor Site Rates</b>					
Executive Program Manager	\$ 136.10	\$ 140.18	\$ 144.39	\$ 148.72	\$ 153.18
Program Manager	\$ 105.61	\$ 108.78	\$ 112.04	\$ 115.40	\$ 118.86
Task Leader	\$ 76.46	\$ 78.75	\$ 81.12	\$ 83.55	\$ 86.06
Subject Matter Expert, Level 4	\$ 116.67	\$ 120.17	\$ 123.78	\$ 127.49	\$ 131.31
Subject Matter Expert, Level 3	\$ 105.35	\$ 108.51	\$ 111.77	\$ 115.12	\$ 118.57
Subject Matter Expert, Level 2	\$ 86.07	\$ 88.65	\$ 91.31	\$ 94.05	\$ 96.87
Subject Matter Expert, Level 1	\$ 72.47	\$ 74.64	\$ 76.88	\$ 79.19	\$ 81.57
Training Specialist/Instructor, Level 3	\$ 105.61	\$ 108.78	\$ 112.04	\$ 115.40	\$ 118.86
Senior Writer	\$ 68.06	\$ 70.10	\$ 72.20	\$ 74.37	\$ 76.60
Writer	\$ 53.10	\$ 54.69	\$ 56.33	\$ 58.02	\$ 59.76
Junior Writer	\$ 48.58	\$ 50.04	\$ 51.54	\$ 53.08	\$ 54.68
System Engineer, Level 3	\$ 87.82	\$ 90.45	\$ 93.17	\$ 95.96	\$ 98.84
Junior System Analyst	\$ 47.58	\$ 49.01	\$ 50.48	\$ 51.99	\$ 53.55
Consultant, Level 4	\$ 126.39	\$ 130.18	\$ 134.09	\$ 138.11	\$ 142.25
Consultant, Level 3	\$ 113.36	\$ 116.76	\$ 120.26	\$ 123.87	\$ 127.59
Consultant, Level 2	\$ 102.13	\$ 105.19	\$ 108.35	\$ 111.60	\$ 114.95
Consultant, Level 1	\$ 92.36	\$ 95.13	\$ 97.98	\$ 100.92	\$ 103.95
Program Analyst, Level 3	\$ 77.41	\$ 79.73	\$ 82.12	\$ 84.59	\$ 87.13
Program Analyst, Level 2	\$ 72.67	\$ 74.85	\$ 77.10	\$ 79.41	\$ 81.79
Program Analyst, Level 1	\$ 59.67	\$ 61.46	\$ 63.30	\$ 65.20	\$ 67.16
Senior Project Control Specialist	\$ 59.32	\$ 61.10	\$ 62.93	\$ 64.82	\$ 66.77
Project Control Specialist	\$ 45.81	\$ 47.18	\$ 48.60	\$ 50.06	\$ 51.56
Administrative/Clerical, Level 3	\$ 37.74	\$ 38.87	\$ 40.04	\$ 41.24	\$ 42.48

**LABOR CATEGORY DESCRIPTIONS****1. Executive Program Manager:**

**Minimum/General Experience:** Twelve years experience including at least 10 years of Program Management, research and development, and/or advanced technology management experience. Must be capable of leading projects that involve the successful management of teams composed of other professionals who have been involved in acquisition, analysis, design, integration, testing, documenting, converting, extending, maintaining, and implementing programs and systems.

**Functional Responsibility:** Performs day-to-day management of overall contract support operations that may involve multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills.

**Minimum Education:** A Masters Degree is required in management, technical or scientific field. Specialized training or four years additional experience may substitute for an advanced degree.

**2. Program Manager:**

**Minimum/General Experience:** Eight years experience including at least 5 years of Program Management, research and development, and/or advanced technology management experience. Must be capable of directing projects that involve the successful management of a team composed of other professionals who have been involved in acquisition, analysis, design, integration, testing, documenting, converting, extending, maintaining, and implementing systems.

**Functional Responsibility:** Performs day-to-day management of delivery order projects that may involve individuals and/or groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of delivery order activities. Demonstrates written and oral communication skills.

**Minimum Education:** A Bachelors Degree is required in management, technical or scientific field. Specialized training or four years additional experience may substitute for a degree.

**3. Task Leader:**

**Minimum/General Experience:** Three years of progressive working experience in Program Management, research and development, and/or other advanced technology areas. Must be capable of leading projects in areas of expertise.

**Functional Responsibility:** Must be knowledgeable in implementing solutions in a phased approach of requirements analysis through documentation. Must be able to present system designs for user approval at formal reviews. Demonstrates written and oral communication skills.

**Minimum Education:** A Bachelors Degree is required in management, technical or scientific field. Specialized training or four years additional experience may substitute for a degree.

**4. Subject Matter Expert, Level 4:**

**Minimum/General Experience:** Must have 15 years of experience in acquisition management and/or program management field.

**Functional Responsibility:** Provides technical, managerial, financial, business process, or administrative direction for problem definition, analysis, requirements development and implementation in the subject matter area. Makes recommendations and advises on program improvements, process optimization or maintenance efforts.

**Minimum Education:** A Bachelors Degree is required in management, technical or scientific field. Specialized training or four years additional experience may substitute for a degree.



5. Subject Matter Expert, Level 3:

Minimum/General Experience: Must have 12 years of experience in acquisition management and/or program management field.

Functional Responsibility: Provides technical, managerial, financial, business process, or administrative direction for problem definition, analysis, requirements development and implementation in the subject matter area. Makes recommendations and advises on program improvements, process optimization or maintenance efforts.

Minimum Education: A Bachelors Degree is required in management, technical or scientific field. Specialized training or four years additional experience may substitute for a degree.

6. Subject Matter Expert, Level 2:

Minimum/General Experience: Must have 8 years of experience in acquisition management and/or program management field.

Functional Responsibility: Provides problem definition, analysis, requirements development and implementation in the subject matter area. Makes recommendations and advises on program improvements, process optimization or maintenance efforts.

Minimum Education: A Bachelors Degree is required in management, technical or scientific field. Specialized training or four years additional experience may substitute for a degree.

7. Subject Matter Expert, Level 1:

Minimum/General Experience: Must have 6 years of experience in an acquisition management and/or program development field.

Functional Responsibility: Provides problem definition, analysis, requirements development and implementation in the subject matter area. Makes recommendations and/or assists other subject matter experts or consultants on program improvements, process optimization or maintenance efforts.

Minimum Education: A Bachelors Degree is required in management, technical or scientific field. Specialized training or four years additional experience may substitute for a degree.

8. Training Specialist/Instructor, Level 3:

Minimum/General Experience: Must have 8 years of experience in program management, training or related fields. At least 5 years of experience in providing end user solutions to training requirements and/or end user training.

Functional Responsibility: Conducts the research necessary to develop and revise training courses and prepares appropriate training materials. Prepares all instructor materials (course outline, lesson plans, syllabus, and training aids). Prepares all student materials (course manuals, workbooks, classroom exercises, homework exercises, handouts, certificates of completion and critique forms). Trains students through formal classroom presentation, workshops and seminars. Performs supervisory functions of the training staff.

Minimum Education: A Bachelors Degree is required in management, education, technical or scientific field. Specialized training or four years additional experience may substitute for a degree.

9. Senior Writer:

Minimum/General Experience: Minimum of 5 years of related experience in writing or editing technical and/or programmatic documentation.

**Functional Responsibility:** Collects and organizes information for preparation of manuals, training material, proposals, presentations, and reports. Edits functional descriptions, systems specifications, and other customer deliverables and documents. Must be capable of working independently with minimum supervision or as part of an integrated solution team. Supervises other technical writers and administrative support staff.

**Minimum Education:** A Bachelors Degree is required in English, education, management or technical discipline. Specialized training or four years additional experience may substitute for a degree.

10. Writer:

**Minimum/General Experience:** Minimum of 3 years of related experience in writing or editing technical and/or programmatic documentation.

**Functional Responsibility:** Prepares manuals, training material, proposals, presentations, and reports. Edits functional descriptions and other customer deliverables and documents. Must be capable of working independently with minimum supervision or as part of an integrated solution team.

**Minimum Education:** An Associates Degree is required in liberal arts or a technical discipline. Specialized training or two years additional experience may substitute for a degree.

11. Junior Writer:

**Minimum/General Experience:** Minimum of 1 year of related experience in writing or editing technical and/or programmatic documentation.

**Functional Responsibility:** Prepares manuals, training material, proposals, presentations, and reports. Edits functional descriptions and other customer deliverables and documents. Must be capable of working as part of an integrated solution team.

**Minimum Education:** An Associates Degree is required in liberal arts or a technical discipline. Specialized training or two years additional experience may substitute for a degree.

12. System Engineer, Level 3:

**Minimum/General Experience:** Must have 6 years experience in systems engineering. Experience will be in the design, integration, maintenance, and/or testing of systems.

**Functional Responsibility:** Participates in management planning and studies of the design, integration and test of systems. Analyzes systems requirements and evaluates information, communication and integration plans. Participates in studies, assessments, and cost estimating leading to recommendations for program management action. May be required to supervise other systems engineers and analysts in the performance of tasks.

**Minimum Education:** A Bachelors degree is required. Specialized training or four years additional experience may substitute for a degree.

13. Junior Systems Analyst:

**Minimum/General Experience:** Must have 1 year of work experience in systems design and analysis.

**Functional Responsibility:** Participates in studies assessments, developing cost estimates, and statements of work for projects. Provides analytical support to source selection processes. Must be knowledgeable in implementing systems in a phased approach. Participates in documentation and administration of program management requirements.

Minimum Education: A Bachelors degree is required. Specialized training or four years additional experience may substitute for a degree.

14. Consultant, Level 4:

Minimum/General Experience: Requires 10 years experience in program management, financial management, system development or acquisition processes.

Functional Responsibility: Must be knowledgeable in managing, implementing, and supporting complete project development process from inception to implementation and post implementation support. Must be able to provide guidance and direction in multiple tasks involving different program functional areas. May supervise and/or review the work of other consultants and/or analysts.

Minimum Education: A Bachelors Degree is required. Specialized training or four years additional experience may substitute for a degree.

15. Consultant, Level 3:

Minimum/General Experience: Requires 6 years experience in program management, financial management, system development, or acquisition processes.

Functional Responsibility: Must be knowledgeable in managing, implementing, and supporting complete project development process from inception to implementation and post implementation support. Must be able to provide guidance and direction in multiple tasks involving different program functional areas. May supervise and/or review the work of other consultants and/or analysts.

Minimum Education: A Bachelors Degree is required. Specialized training or four years additional experience may substitute for a degree.

16. Consultant, Level 2:

Minimum/General Experience: Requires 3 years experience in program management, financial management, system development, or acquisition processes.

Functional Responsibility: Must be knowledgeable in managing, implementing, and supporting complete project development process from inception to implementation and post implementation support. Must be able to provide guidance and direction in multiple tasks involving different program functional areas.

Minimum Education: A Bachelors Degree is required. Specialized training or four years additional experience may substitute for a degree.

17. Consultant, Level 1:

Minimum/General Experience: Requires 1 year of experience in program management, financial management, system development, or acquisition processes.

Functional Responsibility: Must be knowledgeable in managing, implementing, and supporting complete project development process from inception to implementation and post implementation support. Must be able to provide guidance and direction in multiple tasks involving different program functional areas. Work may be performed under the guidance of other consultants, analysts, or managers.

Minimum Education: A Bachelors Degree is required. Specialized training or four years additional experience may substitute for a degree.

18. Program Analyst, Level 3:

Minimum/General Experience: Must have 6 years experience in program management or analysis.

Functional Responsibility: Responsible for evaluation of life cycle development and support requirements for programs. Supports budget development, cost realism, and financial assessments of programs. Converts user requirements into specifications or functional descriptions. Evaluates program and system documentation for compliance to user requirements and specifications. May be required to supervise other systems engineers and analysts.

Minimum Education: A Bachelors degree is required. Specialized training or four years additional experience may substitute for a degree.

19. Program Analyst, Level 2:

Minimum/General Experience: Must have 4 years experience in program management or analysis.

Functional Responsibility: Responsible for evaluation of life cycle development and support requirements for programs. Supports budget development, cost realism, and financial assessments of programs. Converts user requirements into specifications or functional descriptions. Evaluates program and system documentation for compliance to user requirements and specifications.

Minimum Education: A Bachelors degree is required. Specialized training or four years additional experience may substitute for a degree.

20. Program Analyst, Level 1:

Minimum/General Experience: Must have 2 years experience in program management or analysis.

Functional Responsibility: Responsible for evaluation of life cycle development and support requirements for programs. Supports budget development, cost realism, and financial assessments of programs. Converts user requirements into specifications or functional descriptions. Evaluates program and system documentation for compliance to user requirements and specifications.

Minimum Education: A Bachelors degree is required. Specialized training or four years additional experience may substitute for a degree.

21. Senior Project Control Specialist:

Minimum/General Experience: Must have 5 years experience working with accounting and financial systems. Direct contract experience with manpower and resource planning, preparing financial reports and presentations, and cost reporting under government contract guidelines. Preparation and analysis of financial statements, development of project schedules, using cost accounting and labor-reporting systems, and working knowledge of contract and subcontract management. Must be proficient in the use of spreadsheets and project management tools.

Functional Responsibility: Manages financial and/or administrative aspects of assigned contracts and deliverables. Tracks and validates all client financial information, establishes and maintains master contract files, prepares and monitors status of all deliverables, and tracks the value of contracts. Updates task reports with funding information and uses automated systems to track deliverables, financial transaction, and management information.

Minimum Education: An Associates degree or equivalent is required. Two years additional experience or specialized training may be substituted for the degree.

22. Project Control Specialist:

Minimum/General Experience: Must have 2 years experience working with accounting and financial systems. Direct contract experience with manpower and resource planning, preparing financial reports and presentations, and cost reporting under government contract guidelines. Preparation and analysis of financial statements, development of project schedules, using cost accounting and labor-reporting systems, and working knowledge of contract and subcontract management. Must be experienced in the use of spreadsheets and project management tools.

Functional Responsibility: Analyzes financial and/or administrative aspects of assigned contracts and deliverables. Establishes and maintains master contract files, prepares and monitors status of all deliverables, and tracks the value of contracts. Updates task reports with funding information and uses automated systems to track deliverables, financial transaction, and management information.

Minimum Education: An Associates degree or equivalent is required. Two years additional experience or specialized training may be substituted for the degree.

23. Administrative/Clerical, Level 3:

Minimum/General Experience: Requires 6 years experience in the appropriate area of support.

Functional Responsibility: Provides general-purpose administrative and clerical support for project tasks. May include secretarial, word processing, graphics, spreadsheets, presentations, editing and coordination functions. May supervise other administrative and clerical personnel.

Minimum Education: High school or equivalent.